

Wisconsin Department of Regulation & Licensing

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EXAMINING BOARD OF SOCIAL WORKERS, MARRIAGE AND FAMILY THERAPISTS AND PROFESSIONAL COUNSELORS

SOCIAL WORK SECTION

APPLICATION INFORMATION FOR SOCIAL WORKER TRAINING CERTIFICATE

1. Complete the application form (#2159), including notarized signature.
2. Attach \$10.00 fee to application. Checks or money orders should be made payable to the DEPARTMENT OF REGULATION AND LICENSING. Your canceled check will be your receipt.
3. In addition to the application form and fee, the following supporting documents must be forwarded to the Social Worker Section:
 - a. Certified transcript(s) of all professional education leading to your bachelor's degree with a human services major from an accredited program. Must be sent directly to the Section from the institution.
 - b. If your major is other than sociology, criminal justice or psychology, submit a course catalog description of your human services major program, with descriptions of all required courses. Also submit a school record of your gpa in your major.
 - c. College catalog course descriptions and instructor's course syllabus or outline for any course work you list under #8 on the application (Form #2159).
 - d. For any supervised social work internship/employment completed during your degree program, list name and qualification of your supervisor(s) under #9 on the application (Form #2159). The Supervisor's Affidavit (Form #2266) and position description (plus other documents if internship) must be submitted directly to the Section by the supervising social worker.
 - e. If you have ever held a credential as a social worker in another state or government jurisdiction, the Verification of Credential (Form #2572) must be submitted by the appropriate state(s)/jurisdiction(s).
 - f. If you have been convicted of a crime, or criminal charges are pending against you, Form 2264 must be submitted.
4. Upon completion of any additional coursework and training required by Ch. 457.09(4), Stats., the following supporting documents must be forwarded to the board office:
 - a. An official transcript and college catalog course descriptions and instructor's course syllabus or outline documenting completion of additional coursework required.
 - b. The Supervisor's Affidavit (Form #2266) and position description (plus other documents, if internship) documenting completion of supervised training or employment.
5. Upon approval of the coursework and training required by Ch. 457.09(4), Stats., the holder of a training certificate must complete both a national and jurisprudence examination to be eligible for a social worker certificate. Information regarding the examination will be sent upon receipt of supporting documents indicated on Item #4 listed above.
6. The social worker training certificate is valid for 24 months or until the certificate holder's successful completion of the course work and experience requirement. The Wisconsin Statutes and Rules exam and the national exam may be taken while completing the SWTC requirements. If the certificate holder fails the national exam, the SWTC must be returned to the Department of Regulation and Licensing and experience requirement could not be completed.
7. The training certificate cannot be returned or renewed.
8. When applying for the basic level credential, a social worker application (Form #1992) and fee must be submitted along with a completed Wisconsin Statutes and Rules exam.

Please have all documents addressed to: SOCIAL WORKER SECTION, DEPARTMENT OF REGULATION AND LICENSING, PO BOX 8935, MADISON, WI 53708-8935.